

PIMS ERRORS OVERVIEW

*****Few pointers*****

* Before beginning any exports in PIMS Export Management > select Edit > Purge Export Data from top menu (this ensures any old information has been removed from files held in temporary tables)

* Do Not Clear Student Deletions - This option should be used when performing School Enrollment Deletions for multiple students. It allows you to enter all school enrollment deletions, export, upload to PIMS, and then finalize. If you get new student errors, you do not need to start all over and re-select all your School Enrollment Deletions, you just need to fix the students generating the errors and re-export.

* Always select to export ALL recommended templates by ClassMate, regardless if they are required for the actual PIMS submission as there are template dependencies and this ensures all accurate information is being exported

* Also remember to check and add any necessary Snapshot/Submission Dates in PIMS Export Management to ensure pulling all necessary information

* Remember to generate your State Reporting Validations to review and update any necessary information

* After making any changes to information remember to re-export ALL suggested templates to ensure all information is pulled accurately

Collection 4 CTE

- **Overlapping Enrollment**
 - Use PIMS Export Management module > School Enrollment Deletion tab > > select Student from grid on left by clicking the check box > click ALL radio button on the right > view the enrollment records and determine which is incorrect and needs to be deleted > select by clicking check box

How to determine which date needs to be deleted: Verify the current schedule begin/end dates in Student Scheduling. Based on the overlapping dates provided in the PIMS error, select for deletion the date that does not match the **current** Schedule begin or end date.

Continue if you have multiple students, once all students selected click the Blue Create Export File button and this will create a NEW Student

Enrollment template in the M:\ClassMate\PIMS folder. This is the file that should be uploaded to PDE – you can review it by opening to confirm the DELETE is listed for each student.

- **Only have an exit record**
 - Student Scheduling module > select Student > District Updates tab > select course from grid > click the Entry Status button and confirm the E” or “R” code that crosses to a StateCode – if it doesn’t select a new code that does and save
- **CTE Student Fact Student ID ##; Number of Program Hours Completed = 0.00**
 - Review Instructional Course Offerings module > Class tab > Technical Hours field needs to have hours and Program Length needs to have entry
 - Review specific student to ensure they have “passing” Marking Period grades (technical hours are only earned with each “passing” MP)
 - Use ClassMate Master Control > State Reporting tab > #1 True to manually update Technical Hours for all students (you can view earned archive + current year technical hours in Student Scheduling > Non-Resident Updates tab)
- **CTE Student Fact Student ID ## student reported as continuing in CTE at the same school (CTE Status Type Code = 10) reported as Grade 12 in the Student Snapshot template. Seniors reported as “continuing” would mean they are not graduating at the end of the reporting school year and are expected to return for additional CTE at this school in the following school year. Verify or make appropriate corrections.**
 - If student is NOT returning:
Review Student Scheduling > District Updates tab > Grade Level 12
Review Student Master > Student Information tab > Grade Level 12 > Student Type HS
Review Student Master > Career Objective Tab > Career Pathway selected
 - If student IS returning:
Review Student Master > Student Information tab > Grade Level 12 > Student Type UGC
Make sure student has been Projected into your new School Year
- **Student Calendar Fact, field #15 Special Education Indicator for Student ID is Y this student is not identified as special education in the Student file (field #38)**
 - Review information in Student Master > Student Information tab > flags are set
 - Review information in Special Pops Management > flags are set and assignments selected

- Review Student PIMS Information module > Student 1 tab > Special Education field
- Possibility Student was reported incorrectly on October 1 submission and therefore would require an Exception Request from PIMS HelpDesk
- **Blank District Entry / School Entry / State Entry Dates**
 - Run State Reporting Validation > Blank Entry Date and follow instructions provided at top of validation
 - Also check to be sure the Entry Code on the District Updates tab in Student Scheduling is an “E” or “R” code that crosses to a StateCode – if it doesn’t select a new code that does and save
- **Students in Non State Approved program exporting on Student Fact template**
 - Instructional Course Offerings > Programs tab and Course tab need to be flagged “F” State Approved
- **Students enrolled in multiple CTE Programs during school year**
 - How to select appropriate reporting CTE Program:
If a student has multiple CTE program enrollments during the school year, in Student Scheduling > District Updates tab > Year End Status > Select Omit from State Reporting for the CTE Program that you do **NOT** want to export.
Student will export with hours for remaining CTE Program that has not been flagged with Omit from State Reporting.
- **Adult CTE students exporting**
 - Review Student Master module > Student Information tab > Grade Level ASP and Student Type ASP
 - Student PIMS Information module > Student 1 tab > select Omit From State Reporting check box at top of module

Collection 5 Child Accounting

- **Your school only uploaded ### Student Calendar Fact records. Your October 1 Enrollment was ### students – you should have at least one record for each enrolled student**
 - Run State Reporting Validation > Invalid/No Sch Schedule to identify any students not assigned a School Schedule in Student Scheduling > District Updates tab (Any student without a School Schedule would not have been assigned to a Time Summary and therefore would not have exported on your Student Calendar Fact for submission.)
 - Run Enrollment Membership Summary report and PIMS ADM Summary report and compare. Note any missing students and check them in

Student Scheduling > District Updates tab. Review Begin / End Dates

- **Student Calendar Fact, Percentage of Time Enrolled: 100 for Student ID ## is equal to 100; show less than 100 for students with half-day or other rotation**
 - Student Scheduling module > District Updates tab > review School Schedule assigned to student by comparing to Sending School Management module > School Schedules tab and identify what Instructional Time Summary attached to and review in Instructional Time Summary module to ensure Full Time Percentage is set to 50%

Collection 6 Safe Schools

ALWAYS remember to open Safe Schools Management module before exporting templates- this run the process to update the templates for submission

** in addition, if you need to make any changes to information in Citation/State Reporting Management you will need to select & reopen Safe Schools Management module in order to update the information for the templates to pull any updated information for submission

- **Staff Qualification Code is missing**
 - Review Employee Management > PIMS tab > Primary Location > select Unassigned Generic Central Office
 - Review Employee Management > PIMS Assignment tab > Location > select Unassigned Generic Central Office
- **Suspensions do not add up to Ethnicity**
 - Review Student Master module > Student Information tab > Ethnicity > ensure Primary Race is NOT listed as “multi-racial” as this will not export accurately – an actual Race the student is associated with needs to be selected here and Multi-Racial would only be indicated by the check box.